

City of Lake Forest
Full Time Employee Benefits
As of January 2011

Holidays

Ten (10) paid holidays annually

New Year's Day (January 1)
Martin Luther King Day (Third Monday in January)
Presidents' Day (Third Monday in February)
Memorial Day (Last Monday in May)
Independence Day (July 4)
Labor Day (First Monday in September)
Veterans Day (November 11)
Thanksgiving Day (Fourth Thursday in November)
Friday after Thanksgiving
Christmas Day (December 25)

In the event that a holiday occurs on a regular day-off and is not observed on a preceding or following day by the City, each employee shall receive eight (8) hours of floating holiday.

Vacation

<u>Years of Service</u>	<u>Annual Hours</u>
0 – 4 years	80 hours
5 – 9 years	120 hours
10 years	128 hours
11 years	136 hours
12 years	144 hours
13 years	152 hours
14 years or greater	160 hours

An employee may not accumulate more than 280 hours of vacation. Once the 280 hour limit is reached, vacation time no longer accrues. Department Heads earn an additional 40 hours of vacation each year.

Sell Back of Accumulated Vacation – Twice a year, qualified employees may request a sell back of accumulated vacation (December and June). An employee must have at least 80 hours of accumulated vacation remaining after the sell back is completed AND must have taken 40 hours of vacation (of which at least 26 vacation hours must have been consecutive) within the last 12 months.

Management Leave

Management employees may receive annual management leave of 40 hours (department heads); 24 hours (division managers), or 16 hours (other management employees).

Sick Leave

Sick leave accrues at the rate of eight (8) hours with pay for each full calendar month of service. An employee may use up to 48 hours as "family sick leave" for immediate family members each calendar year, per Labor Code section 233.

Sell Back of Accumulated Sick Leave – Once a year, qualified employees may request a sell back of accumulated sick leave (November). An employee must have at least 360 hours of accrued sick leave remaining after the sell back is completed. An employee may sell all or part of those hours in excess of 360 back to the City at the rate of one hour of pay for each two hours of sick leave. Transitional Sick Leave Bank hours are not eligible for sell back.

Health Plan Premium Contribution

For 2011, the City will pay a monthly medical insurance allowance equal to the 2010 allowance plus 4.5% for the category of coverage (employee only, employee plus one OR family coverage) selected by the employee based upon county of residence.

2011 Monthly Medical Allowance	
Employee only (OC)	\$507.13
Employee only (LA)	\$472.77
Employee plus one (OC)	\$1,014.26
Employee plus one (LA)	\$945.54
Family (OC)	\$1,318.53
Family (LA)	\$1,229.20

Physical Examination Allowance

Employees are entitled to an annual fiscal year allowance on a reimbursement basis for a physical examination. Department Heads can receive up to \$500 and all other employees can receive up to \$300.

Dental and Vision Plan Contribution

The City will pay the cost of both the Dental and Vision insurance plans.

Long and Short Term Disability Plans

The City provides employees with both Long Term and Short Term Disability Insurance (City-paid basic plan).

Long Term - after being off work 90 consecutive days, employee receives 66-2/3% of monthly base salary up to a maximum benefit of \$7,500 per month (maximum benefit period up to age 65, but varies based upon age at disability).

Short Term – after being off work 30 consecutive days, employee receives 60% of weekly earnings up to a maximum benefit of \$1,731 a week (maximum benefit period of 9 weeks).

Flexible Reimbursement Plans (Health Care or Dependent Care)

An employee may deduct monies on a pre-tax basis into a medical reimbursement account (\$2,500 annual maximum) and/or a child care account (\$5,000 annual maximum) in accordance with IRS regulations.

Deferred Compensation

An employee may deposit up to \$16,500 per year, per IRS regulations, into a deferred compensation plan. There is no City contribution except for any remaining monthly medical insurance allowance.

Life Insurance

City carries a plan for all employees that covers employee for one of the following:

Department Heads: 1x annual base salary.

Division Managers and other designated positions: 1x annual base salary up to a maximum of \$75,000.

All other employees: \$50,000.

Insurance Premiums

All employee deductions for medical and IRS allowed benefits are done on a pre-tax basis.

Retirement

Association employees are covered by the "2% at 55" option of the Public Employees' Retirement System (PERS) plan. The City currently pays half (3.5%) of the employee contribution of 7%. The City also contributes a percentage of salary into a general account. The plan includes the benefit options of the single highest year, 1959 Survivor Benefit (3rd Level), and \$500 death benefit.

Tuition Reimbursement Program

Upon completion of the initial probationary period (or one year), an employee is eligible for reimbursement of tuition and text/materials for up to \$1,500 per fiscal year for approved completed coursework toward a college degree. The completion date of the class is used to determine the fiscal year in which the benefit will apply.

Bereavement Leave

An employee may receive up to three (3) working days off with pay upon death of a member of the employee's immediate family. See personnel rules for listing of eligible family members.

On-The-Job Injury Leave

An employee may supplement the difference between California's Workers' Compensation

Benefits and their full salary by using a prorated share of their accumulated sick leave or vacation.

Jury Duty

City will pay for all the days an employee is scheduled for jury duty service.

Note: This is only a summary of fringe benefits available to full time employees. Complete descriptions and eligibility criteria may be obtained from Human Resources.

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